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**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
SEPTEMBER 12, 2013**

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**CALL TO ORDER**

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, September 12, 2013.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:     *Raphael Courtney*, Chairperson  
  *Leslie Coyote*, Vice-Chairperson  
  *Fred Puhn*, Commissioner  
  *William Sendt*, Commissioner

COMMISSION MEMBERS ABSENT:     *Alyssa Robledo*, Commissioner

STAFF PRESENT:                        *Stacey Stevenson*, Director of Administrative Services  
  *Lizza Galindo-Rojas*, Human Resources Office Assistant

REPRESENTATIVES PRESENT:        *Minh Duong*, City Librarian

**SALUTE TO THE FLAG**

Vice-Chairperson Coyote led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**Regular Meeting of July 11, 2013**

**Action:** Motion made by Coyote, seconded by Sendt, and unanimously carried to approve the regular meeting minutes of July 11, 2013.

## **REPORTS FOR FILE**

### **Personnel Report Report of Vacancies**

**Action:** No Motion made; however were approved to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

## **UNFINISHED BUSINESS**

### **Action: Adoption of Civil Service Commission Bylaws**

Director Stacey Stevenson informed the Commission that the bylaws incorporate the input received from them. Commissioner Puhn had a question regarding a tie vote, and what would happen. Ms. Stevenson informed him that in the event of a tie, the motion would fail. You have to have a majority vote in order for any motion to succeed. Further discussion ensued on the bylaws.

**Action:** Motion made by Puhn, seconded by Sendt, and unanimously carried to approve Civil Service Commission Bylaws with change to Article 5, and if necessary, possible amendment.

## **NEW BUSINESS**

### **A. Creation of a New Classification – Academic Enrichment Coordinator**

Director Stacey Stevenson provided the Commission a background of the request to create the new classification. Minh Duong, City Librarian was in attendance and answered questions from the Commission. Further discussion ensued on the request.

**Action:** Motion made by Sendt, seconded by Coyote, and unanimously carried to create the classification of Academic Enrichment Coordinator with the addition of a teaching credential as highly desirable.

## **STAFF COMMENTS**

None

## **COMMISSIONER COMMENTS**

Vice-Chairperson Courtney asked if any hearings were coming up. Director Stacey Stevenson responded that there are a couple of things in the works that may result in hearings. Commissioner Puhn had follow-up questions on the hearing procedures. Ms. Stevenson provided him an overview of the proceedings.

**ADJOURNMENT**

**Action:** Motion made by Coyote, seconded by Puhn, and unanimously carried to adjourn the regular meeting at 6:32 p.m., Thursday, September 12, 2013, to the next regular meeting of the Civil Service Commission on Thursday, November 14, 2013, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



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CHAIRPERSON



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DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*